

State telecommunications management manual

State of California
Department of General Services

Telecommunications Division
Sacramento, California

Category: Agency Telecommunications Management	Chapter Title: Private Residence & Vehicular Telephone Service	Chapter Number: 0205.0
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Revision -

Revised:

POLICY

Agencies requiring state-paid telephone service installation in a private residence or vehicle must meet the following conditions: develop and have on file a policy letter approved by the agency's Department Director and have requests for service approved by the principal (primary) agency telecommunications management representative (ATR).

This ensures establishment of agency policy for such service and management of ongoing use.

USAGE GUIDELINES

Agency policy regarding private residence and vehicular telephone service should:

- Define installation parameters for this state paid telephone service.
- Identify the cost benefit to the state or agency program.
- Identify that state paid service is not in lieu of personal telephone service and is used for conduct of state business only.
- Order this service as a "business service" from the Local Exchange Carrier (LEC) and use "State of California" as the business identifier.
- Establish CALNET as the long distance carrier.
- Establish a process to review toll charges in order to identify possible abuse/misuse.
- Establish a process for the timely removal of telephone services when it is no longer required or no longer meets established criteria.
- Maintain a list of state paid private residence and private vehicle telephone numbers and make it available to the TD upon request.
- Make a copy of the policy letter available to the TD upon request.